

Program Leadership Team Q & A

What is a Program Leadership Team?

The Program Leadership Team is a group of professionals and key stakeholders (e.g., parents) who represent the program and promote the implementation of evidence-based practices. The team meets on a monthly basis to discuss program needs and progress, provides coaching and acknowledgement to program practitioners, and makes data-based decisions to promote program success.

What are the activities of the Leadership Team?

- Hold regular monthly on-site meetings (this can be part of regularly scheduled staff meetings)
- Monitor and support implementation and outcomes
- Promote and support staff buy-in
- Design and implement strategies for family engagement
- Plan and implement professional-development activities including coaching for implementation fidelity
- Design strategies for program-wide implementation
- Promote high-fidelity implementation of evidence-based practices by all staff
- Design procedures to ensure the delivery of effective individualized supports to children enrolled in classroom programs
- Maintain communication with staff
- Track data, evaluate progress, and make data-based decisions

How regularly does the Leadership Team meet?

Monthly, but the members of the team also participate in trainings that they identify as needed by their program.

Who might be chosen to be on the Leadership Team?

The director, assistant director, teacher, home visitor, behavior specialist, curriculum coordinator, therapist, community T/TA provider, teaching assistant, office assistant, or any other personnel who would be able to contribute. Teams are also encouraged to have a family member serve on the leadership team. Teams will be supported by a program coach who will guide program implementation.

What are roles of Leadership Team members?

In determining membership of the Leadership Team, consider professionals who will serve in these roles: facilitator or leader of the team; practitioner coach who will provide practice-based coaching to program practitioners; and a data coordinator who will coordinate data collection and prepare data for team-meeting review. In addition, the team will need to ensure that monthly agendas are developed and team-meeting minutes are recorded and archived.

The contents of this document were developed under cooperative agreements from the U.S. Department of Education, #H326P120002, #H326P17001, and #H326B170003, from the Office of Special Education Programs, U.S. Department of Education. However, these contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. ECTA Center Project Officer, Julia Martin Eile and NCPMI Project Officer, Jennifer Tschantz.



Office of Special Education Programs
U.S. Department of Education

This document can be found at:
<http://ectacenter.org/sig>